

POLICE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Line police work of a highly technical and responsible nature is required of employees in positions of this class. This class ranks directly below that of Police Chief and a police captain will be given authority for the command of the police department in the absence of the police chief. In addition, the police captain is responsible for assisting the police chief in the organization and administration of the police department and for the additional duties of investigation of major crimes, investigation of complaints against the department or department officers, and supervision of all general office functions of the department including maintenance of departmental records.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Acts as police chief in the absence of the police chief.

Assists the police chief in organizing the department into working units, assigning personnel, and maintaining discipline within the department; may also give regular or special instructions to subordinates, review their work, and make evaluations of such.

Conducts primary investigations of major crimes committed within the city; supervises subordinate employees who assist in primary investigations and perform follow-up investigations. Investigates complaints against the department or against officers in the department.

Supervises all general office functions for the department; answers correspondence when required; provides for and supervises the maintenance, storage, and disposition of all departmental records and reports; supervises all department clerical employees.

Makes regular inspections of all moveable and immoveable property of the department; orders supplies and equipment.

Takes complaints from the public; answers inquiries concerning city ordinances, department policies, etc.; answers questions from and gives reports to news media; works with other law enforcement agencies, giving and receiving assistance when required.

Develops and institutes formal and informal training programs

for the department; develops safety education and other instructional programs for use in schools and by civic organizations.

Operates or supervises the operation of police communications equipment at headquarters.

Plans and directs traffic flow and develops solutions for traffic related problems, assigning officers to direct traffic when necessary.

Directs or assists the police chief in directing any large scale police activities of the department; makes arrests when required.

Serves or supervises subordinates in serving official papers such as warrants, summonses, subpoenas, etc.

May also patrol the city to assist and supervise subordinate employees in performing patrol and traffic duties; assist or supervise the work of subordinate employees relating to juveniles.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must be a regular and permanent employee in good standing in the class of Police Lieutenant for two (2) years.

After offer of promotion, but before beginning work in this class plan, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.